

<b>Date Created:</b>	December 2, 2013	
<b>Version:</b>	V.1.0.	
<b><u>Reason for Job aid</u></b>	<p>There are purchasing related processes that require agencies to attach supplemental documentation to the requisition as an attachment. Some examples are:</p> <ul style="list-style-type: none"> <li>• Attaching item specifications for the bidding process;</li> <li>• Attaching completed Prior Authorization forms; OR</li> <li>• Attaching completed Vehicle Purchase Request forms.</li> </ul> <p>This job aid will provide steps for accessing the requisition attachments through two different navigations.</p> <p>Users with the Kansas Buyer, Agency Requisitioner or Central Purchasing Administrator roles can access the requisition attachments through the eProcurement → Manage Requisitions path.</p> <p>For those users with just the Purchasing Viewer role; a new page has been added to SMART to access eProcurement requisition attachments.</p>	
<b>1. Roles:</b>	<b>KPO_KS_Buyer</b> <b>KPO_Agy_Requisitioner</b> <b>KPO_Cen_Purchasing_Admin</b>	
1.1	<p><b>Navigation:</b></p> <p>From the <b>Home</b> page in SMART, on the left navigation menu, click on <b>'eProcurement'</b>, then click on <b>'Manage Requisitions'</b>.</p> <p>Enter the <b>Business Unit</b> and <b>Requisition ID</b>. Clear the date in the <b>'Date From'</b> field and select the <b>'Search'</b> button:</p>	



## 2. Role

## KPO\_Agy\_Purchasing\_Viewer

2.1

Navigation:

From the **Home** page in SMART, on the left navigation menu, click on **'Purchasing'**, then click on **'Requisitions'**, then click on **'Review Requisition Information'**, then click on **'eProcurement Attachments'**.

Enter the **Business Unit** and **Requisition ID**. Select the **'Search'** button:

SMART

Menu

- Vendors
- Purchasing
  - Requisitions
    - Reconcile Requisitions
    - Review Requisition Information
      - Requisitions
      - Accounting Entries
      - Workbench
      - Document Status
      - Change History
      - EF Journal Entries
    - eProcurement Attachments
  - Reports
    - Add/Update Requisitions
    - Approve Amounts
    - Approve ChartFields

eProcurement Attachments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: 17300

Requisition ID: begins with 0000011709

Search Clear Basic Search Save Search Criteria

2.2

Select the **'View'** button:

NOTE: If you have difficulty opening the document try holding the **'Ctrl'** key down on your key board while you select the **'View'** button on the web page.

eProcurement Attachments

### Attachments

Business Unit: 17300  
Requisition ID: 0000011709

Customize | Find | View All | First | 1-4 of 4 | Last

Requisition ID	Line	Attachment Number	Attached File	View
0000011709	1		62900_Speedcharts_associated_to_PCards.xlsx	View
0000011709	1	1	Bid_Event_Line_Test_Document.docx	View
0000011709	1	2	Contract_Line_Test_Document.docx	View
0000011709	2		scenario-1-3---is-po-a-quantity_-po.pdf	View

Return to Search Notify